

<b>Safety and Environmental Management Systems (SEMS)</b>	Revision Number:	<b>1</b>
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**(API RP 75 Element 5) § 250.1913 Operating Procedures**

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Each facility must develop and implement written operating procedures that provide instructions for conducting safe and environmentally sound activities involved in each operation addressed in this program. By their very nature, operating procedures directly address human factors associated with the interaction between facilities and personnel. These procedures must include the job title and reporting relationship of the person or persons responsible for each of the facility's operating areas and address the following:

1. Initial startup;
2. Normal operations;
3. All emergency operations (including but not limited to medical evacuations, weather-related evacuations and emergency shutdown operations);
4. Normal shutdown;
5. Startup following a turnaround, or after an emergency shutdown;
6. Bypassing and flagging out-of service equipment;
7. Safety and environmental consequences of deviating from your equipment operating limits and steps required to correct or avoid this deviation;
8. Properties of, and hazards presented by, the chemicals used in the operations;
9. Precautions taken to prevent the exposure of chemicals used in operations to personnel and the environment. The precautions must include control technology, personal protective equipment, and measures to be taken if physical contact or airborne exposure occurs;
10. Raw materials used in operations and the quality control procedures used in purchasing these raw materials;
11. Control of hazardous chemical inventory; and
12. Impacts to human and marine environment identified through a hazards analysis.

Operating procedures must be accessible to all employees involved in the operations.

When changes are made in facilities, operating procedures must be reviewed as part of the management of change procedure. The management of change process may periodically require new and/or revised operating procedures, as necessary.

Individual operating procedures should be reviewed prior to each use and necessary changes shall be submitted via applicable management of change procedures. Periodic reviews of the entire program should be performed to verify that they reflect current and actual operating practices. The frequency of the program reviews should correspond to the degree of hazard presented.

**High priority facilities (those with living quarters) must perform reviews at least once every five (5) years.**

Safe and environmentally sound work practices must be developed for identified hazards during operations and to the degree of hazard presented. Review of and changes to the operating procedures must be documented and communicated to responsible personnel.